



COUNTY OF MONO

JOB ANNOUNCEMENT

FILING DEADLINE:
IN COUNTY ONLY
Filing Period
5/11-5/22/09 5 p.m.

Sheriff's Department
Fiscal & Technical Specialist IV

SALARY

Permanent, Full-Time

Range 63: \$3,832-\$4,658

The County of Mono is accepting applications for a permanent Fiscal and Technical Specialist IV position in the Sheriff's Department in Bridgeport. Qualified applicants not selected for this position will be placed on a one (1) year eligibility list from which future vacancies may be filled.

Under general direction, to provide a variety of complex, confidential and difficult office and administrative clerical support assignments to the Sheriff Personnel/Administrative and Emergency Services Divisions; serves as Assistant to the Coroner.

Example of duties for this position include, but are not limited to:

- Plans, organizes, and coordinates office support functions to the Personnel/Administrative, Sheriff-Coroner, and Emergency Services Divisions; writes correspondence; organizes and maintains files; organizes and keeps records of all staff and squad meetings; calendars appointments and activities.
- Assists in the recruitment, testing and orientation of new staff.
- Performs confidential support work; issues, renews and tracks explosive permits, tracks concealed weapons permits
- formats, revises, and maintains department website; collects material from staff for changing website; trains and directs staff on use of website when needed;
- Assist Financial Analyst with Departmental accounting, such as payroll, accounts payable, grants tracking and reporting, purchasing, and budgeting

Knowledge of:

- Proper English grammar and spelling
- Records organization and record keeping techniques
- Website development and maintenance
- Budget development and control.
- Computerized financial management, payroll, and property tax systems, as well as computerized spreadsheet, database, word processing software, 10-key adding machine.

Ability and willingness to:

- Plan, organize, monitor, and coordinate a variety of administrative clerical support functions in the Sheriff's department.
- Prepare, clear, concise and accurate records and reports
- Gather, organize, and present a variety of data and information; Update department website and train others on software;
- Communicate with others from diverse socio-economic and cultural backgrounds.
- Tactful when dealing with families of deceased individuals;
- Work independently, prioritize duties and multi-task;
- Establish and maintain cooperative working relationships;
- Maintain confidentiality.
- Proficiently use a variety of computerized spreadsheet, word processing and data base software.
- Prepare a variety of financial reports and statements.
- Make mathematical calculations quickly and accurately.

Minimum Qualifications:

Job requires at least three years of substantial record-keeping experience as an FTS III, or equivalent in a position involving confidential administrative clerical support, records organization, and general accounting. Advanced educational training in communications or public administration is highly desirable:

A combination of training and experience which would provide the required knowledge and abilities is qualifying.

Selection Process: The selection process may include any of the following: application, a written test that includes math and an oral interview (weighted 100%).

Application Process: For a job description and application contact the County Administrative Office at (760) 932-5412 or print from the website listed below. This recruitment is **open only to in-county** employees that have attained **permanent status**. All completed County applications received in our office will be considered. Faxed or email applications will be accepted provided the application with the original signature is postmarked within 3 days of the final filing date. Oral and written testing required. **At the discretion of the hiring department head, the successful candidate may be required to serve a probationary period.**

COUNTY OF MONO
COUNTY ADMINISTRATIVE OFFICE – Human Resources
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